



## North Dakota Department of Health HIPAA Policy

<b>Policy Title:</b>	<b>Documentation</b>	
<b>Policy Number:</b>	P-009	<b>Version:</b> 1.0
<b>Reference:</b>	45 CFR 164.530(j)	
<b>Applicability:</b>	Department of Health	
<b>Approved By:</b>	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
<b>Effective Date:</b>	April 14, 2003	

### **Policy:**

The NDDoH will maintain documentation required by the Health Insurance Portability and Accountability (HIPAA) regulations.

### **Exceptions:**

None

### **Procedure:**

- All documentation must be dated.
- Documentation must be legible.
- Documentation of disclosures, other logs, forms, etc will be maintained by each division, in electronic or written format, consistent with HIPAA policies.
- All administrative, complaint, training and other documentation considered necessary to be in compliance with HIPAA will be maintained by the Privacy Official.
- All documentation will be retained for a minimum of six (6) years from the date of its creation or the date when it last was in effect, whichever is later.

### **Related Forms:**

Related HIPAA forms and documentation

### **Definitions:**

None